

Executive

4 January 1949

Services Officer, CIA

Travel Orders for Truck Drivers

One of the functions of the Motor Pool, Transportation Division, is to furnish motor truck transportation for the purpose of hauling cargoes from Washington, D.C. to the New York port for further handling via sea to destination. During the past six months we have averaged eight (8) trips per month to New York. For purposes of security and to take care of the unloading at the port it is necessary that we dispatch two men on each truck.

ST TINTL We have been encountering considerable difficulty in complying with Administrative Instruction [] dated 20 July 1948, which requires the submission of requests for travel orders at least forty eight hours prior to actual departure time. The confirmation of shipping space by the U.S. Despatch Agent is often received on very short notice and we have on some occasions been required to request the issuance of travel orders on less than twenty four hours notice.

In order to alleviate this condition it is requested that authority be granted for the issuance of blanket travel orders on a monthly basis for our truck drivers to cover travel between Washington, D.C. and New York, N.Y. only. This repeat travel would be controlled by the Chief, Transportation Division, who as immediate supervising official will be charged with the responsibility of directing only such trips as are necessary.

ST TINTL The use of monthly blanket travel orders for this purpose will not only relieve the Transportation Division of submitting requests for travel orders so frequently but will relieve the Budget Officer in that they will issue only four or five travel orders per month for the truck drivers instead of the sixteen or more per month that are presently being issued. Requests for travel orders to all other destinations will be submitted in accordance with Administrative Instruction []

APPROVED:

FOR THE DCI

(Signed)

Deputy Executive
10 January 1949

/s/ []
Services Officer, CIA

STAT

STAT
Concurred In

[]
E.R. Saunders
Budget Officer, CIA

It is requested that vouchers covering travel performed under the above agreement be presented to the Budget Office for payment not more often than twice a month at fifteen (15) day intervals (once a month preferred).

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/s/ E. R. SAUNDERS
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Services Officer
Attention: Transportation Division

12 January 1949

Chief, Fiscal Branch

1. Attached is your memorandum dated 4 January 1949,
subject: "Travel Orders for Truck Drivers", showing concurrence
by the Budget Officer and approval of the Deputy Executive.

2. Inasmuch as approximately one-half of the month of
January has expired, and in line with our conversation, it is
suggested that the blanket travel arrangements be placed in
effect on 1 February 1949.

/s/

[Redacted Signature Box]

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Attachment